



# Health & Safety Policy Statement

**Pilot IMS are committed to providing its staff, visitors and learners with a healthy and safe environment in which to work and learn.**

**Pilot will continuously develop and train its staff on all aspects of health and safety.**

**Successful implementation of this policy requires the full co-operation of all employees. It requires the acceptance by each individual of the responsibility to take reasonable care of the Health and Safety of themselves and others who may be affected by their actions.**

**Signed.....**

**Date.....**

**Title.....**



## Organisation

### Senior Management

The senior management take overall responsibility for Health and Safety throughout the business. The Board will ensure sufficient resources are available for the policy to be implemented and maintained and will ensure that Health and Safety is taken into account when making investment decisions on new equipment, premises and products etc.

### Director

The company's Director takes a leading role in the support of the person responsible for Health and Safety in the company and is responsible for absence monitoring and the reporting of any adverse Health and Safety trends/causes.

He will in particular ensure that general areas of Health and Safety are addressed. This will include, for example, annual Health and Safety audits,

### Quality Manager

The Quality Manager takes responsibility for Health and Safety in the offices and places of work for both pilot staff and contractors.

She will in particular ensure:

- Recruitment procedures are in place that take account of Health and Safety requirements and that induction training is carried out.
- A central file is kept on accident reports and that RIDDOR forms are completed and issued for the relevant injuries.
- A central file is kept for risk assessments with activities being monitored to ensure on-going compliance.

### All Management

All managers are responsible for ensuring that all staff adheres to this policy.

They must ensure that their staff are competent to carry out their tasks and that they work in a safe manner following safe working practices for their work.

They must ensure that appropriate Personal Protective Equipment (PPE) is available, properly maintained and worn when necessary.

They must ensure employees complete a record of any PPE issued and that the employees are instructed in the use, maintenance and replacement of PPE.

### All Employees

All employees have duties to:

- Co-operate with management on Health and Safety matters
- Not interfere with anything provided to safeguard their Health and Safety
- Take reasonable care for their own and others Health and Safety
- Follow instructions given, Health and Safety rules and any safe working practices applicable
- Report all Health and Safety concerns to management
- Monitor Health and Safety of the learner, reporting any issues to Quality Manager.

# ARRANGEMENTS

## **General Risk Assessments**

General risk assessments are carried out at Pilot premises and amended/updated and reviewed when required, if at any time there are items of concern they will be brought to the attention of the Quality Manager and processed accordingly.

## **Project assessments**

Health and Safety assessments will be carried out on all new projects prior to the commencement, they will be carried out by appropriately trained staff from the enrolment team, findings from this will be reported to the Director of Pilot and, if there are any concerns or issues, they will be discussed with the management of the company where the project is being carried out.

## **Health and Safety Representative**

Any issues/concerns regarding Health and Safety will be brought to the attention of the management team on a regular basis at the management meetings. Health and Safety will be a permanent feature on the meeting agenda.

The management team will monitor the effectiveness of the Health and Safety policy and procedures and will co-ordinate Health and Safety activities across all working sites.

## **First Aid and Accident Reporting**

A Company First Aider should attend to all injuries.

Injuries on Pilot premises must be reported and entered into the accident book.

Injuries and details of near miss incidents offsite must be reported to the Company First Aider of the premises being worked in, details must then be passed to the Pilot office or to the person responsible for Health and Safety.

In the event of a reportable incident (this is an accident that results in a person having to take 7 or more days off work), details must be passed to the Pilot office as soon as it is safe to do so. This is for investigation to meet the legal requirements of RIDDOR.

In the event of a reportable incident of a learner, the office must be informed so that a member of Pilot staff can investigate the incident.

## **Dealing with Harassment and Bullying**

Any employee who feels they are being harassed or being made uncomfortable by another employee or candidate must report to your manager, even if the situation has been dealt with it needs recording.

Where possible employees must protect themselves, employees must not become over familiar with their candidates, and avoid body contact.

## **Recruitment**

Health and Safety is taken into account at the recruitment stage to ensure applicants are suitable for the tasks involved.

## **Training and communication**

Training is carried out as follows:

- On the first day of employment, through the induction process, this includes Fire Safety, First Aid procedures, Personal Protective Equipment requirements.
- On going to meet new legislation and to raise awareness, carried out at the regular Assessor Meetings.

- Training is recorded for the individual through the Minutes of the Assessor Meetings.
- Induction/ Health and Safety awareness is carried out on the project premises
- Updates and legal requirement training is delivered to the person responsible for Health and Safety in the Pilot.

## **Personal Protective Equipment (PPE)**

PPE is provided free of charge where it has been assessed as necessary to protect employees from known hazards. This includes: safety footwear, hearing protection, hi visibility vests, protective glasses. Employees must use this PPE for the task/purpose it was issued for and look after it, reporting any damage, defects or loss.

New employees will be issued with relevant PPE. A signed record is kept in the centre file of items that have been issued.

## **Maintenance of equipment**

Electrical testing is to be carried out on all portable electrical equipment at regular intervals as recommended by the Health and Safety Executive.

## **Contractors**

Use of contractors is managed to ensure safety by:

- Initial vetting to ensure Health and Safety competence.
- Monitoring (visual) of contractor's performance during work

## **Annual Health and Safety Audits**

These will be carried out by the person designated for Health and Safety management in the Company to measure compliance with this policy.

## **Emergency Procedures**

These must be complied with at all times. All employees must make themselves aware of the procedures in the company where they are working. Fire procedures are posted on the notice board at Pilot office.

## **Lone Working Procedure**

Any person working alone must be responsible for their own safety. Action must be taken to reduce risk. Safe working practice is to inform a responsible person when you arrive and leave premises. Prior notification of lone working should, where possible, be reported to a member of the management team.

## **VDU**

For employees using VDU screens for a considerable amount of time, eye testing will be made available on a regular basis.

## **Mobile Phones**

The employee is responsible for ensuring that mobile phones are used in line with current legislation. All users must use hands free equipment, ensuring that they are not putting themselves or other road users at risk.

## **Driving on company business**

Whilst travelling on company business the employee is responsible for their time, ensuring that they take sufficient breaks to be considered safe on the road. The vehicle must be in a roadworthy condition and insured for its use.

## Improvement Plan 2014/2015

Item No	Details of improvement	Who is responsible	Planned Completion date	Actual completion date
1	Review Pilot's induction process and learner handbook for all health and safety	Yasmin	Dec 14	May 15
2	Update website with safeguarding details (fit in line with new learner handbook)	AMP	Dec 14	June 15
3	WRAP training for all delivery staff in order to improve personal safety and safety of learners	Sue	June 15	May 15
4	Review of workplace organisation when offices are moved	Sue	March 15 (waiting move)	
5	Complete new risk assessments when office changes are implemented	Sue	March 15 (waiting move)	
6	Health and safety to be on monthly management meetings. To include reporting on accidents Staff absence	Sue	ongoing	
7	Staff development identified request for IOSH training for Vicky Howell - Agreement for this to be obtained (currently Vicky at college)	Sue / Andrew	August 15	